

## UNIVERSITY OF PITTSBURGH PROCEDURE 02-05-01

**CATEGORY:** ACADEMIC AFFAIRS  
**SECTION:** Faculty Development  
**SUBJECT:** Sabbatical Leave  
**EFFECTIVE DATE:** January 30, 2004 Revised  
**PAGE(S):** 1

### I. PURPOSE

To outline the application process for sabbatical leaves.

### II. SCOPE

This procedure is applicable to all qualified faculty members as established in Policy 02-05-01, Sabbatical Leave.

### III. ADMINISTRATIVE RESPONSIBILITIES

Application for sabbatical leaves must have the endorsements of the appropriate department chair, the dean or campus president, and in the areas of the Health Sciences, the Senior Vice Chancellor for the Health Sciences.

Sabbatical leaves are approved by the Provost.

### IV. PROCEDURE

Applicant

1. Prepare an application for sabbatical leave which includes:
  - a. A prospectus of the projected scholarly or other appropriate activity
  - b. A statement of the requested time period of the leave
2. Obtain the endorsements of the appropriate department chair and the dean or campus president and in the areas of the Health Sciences, the Senior Vice Chancellor for Health Sciences.
3. Forward the application to the Provost before December 1 of the academic year preceding the desired period of leave.

Provost

4. Grants or denies the leave.

### VI. REFERENCE

[Policy AC 58, Sabbatical Leave](#) (formerly 02-05-01)